



New Hampshire
State Council on the Arts

Save Our Granite Stages Fund

For costs incurred between March 3, 2021 – December 31, 2021

Deadline Friday, May 27, 2022 | Applications must be submitted by 11:59 PM

Funded by the State of New Hampshire through the American Rescue Plan Act (ARPA). All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

The **Save Our Granite Stages** (SOGS) program will provide grants to small nonprofit and for-profit New Hampshire performing arts venues and performing arts production entities that did **not** receive grants from the federal [Shuttered Venue Operators Grant](#) (SVOG) program, operated by the U.S. Small Business Administration. The maximum grant in this category is \$25,000, and awards are subject to a pro rata share of the available funding.

This funding category recognizes that the Granite State's performing arts venues are among the hardest hit businesses in the COVID-19 pandemic. These cultural hubs are critical to local economies and tax bases as employers, tourism destinations, and revenue generators for neighboring businesses such as restaurants, hotels, and retail. Performing arts venues are a very important part of the state's creative economy, which is valued at nearly \$2.9 **billion** (2020) by the federal Bureau of Economic Analysis.

Over two years into the pandemic, most of the Granite State's performance venues are still struggling with a **forced loss of income** from significantly reduced ticket sales and venue rentals due to artist cancellations, performance cancellations due to COVID-19 illness, social distancing for audience and artist safety, and other precautions often required by artists, production companies and communities. In addition, audiences remain reluctant to return to indoor venues while virus cases surge. Simply reopening a venue's front doors is no guarantee of a return to pre-pandemic activity and revenue. As long as the pandemic continues, the economic recovery process for the state's performance venues will be slow and financial assistance is needed.

Who May Apply?

Small (300 seats or less) nonprofit and for-profit New Hampshire performing arts venues, and performing arts production entities that produce in such venues and meet the eligibility requirements listed below.

Eligibility requirements:

- Entities must **not** have received grants from the federal SVOG program;
- Entities must not be majority-owned or controlled by a publicly traded corporation;
- Entities must meet one of the two following definitions:
 - "Performing arts venue," which is defined as a nonprofit or for-profit facility that is **primarily** engaged in hosting live theatrical presentations, musical, or other arts/cultural events that are seated, ticketed and open to the public;" **or**
 - "Performing arts production entity," which is defined as a nonprofit or for-profit business that is **primarily** engaged in the production of performing arts in such venues."
- Entities that are venues must have a seating capacity of 300 or less;
- Entities must be in good standing with the NH Secretary of State;

- Entities must have an independent Board of Directors that meets at least quarterly (nonprofits only);
- Entities must have a DUNS Number or [Unique Entity Identifier \(UEI\) number with the federal government](#) (we cannot disburse funds without a UEI);
- Entities must have had at least one year of arts programming prior to the application;
- Entities must be in compliance with any applicable Americans with Disabilities Act requirements;
- Entities must have submitted all required reports on past State Arts Council grants (if applicable); and
- Entities must be in good standing with the State Arts Council (if applicable).

First time applicants are encouraged to apply. If you have a question about eligibility, please contact NHSCA Director Ginnie Lupi at virginia.a.lupi@dncr.nh.gov.

In addition to the eligibility requirements listed above, applications are subject to further review as described below.

Application Review Process

A panel with expertise in the field will meet to review applications for eligibility and accuracy, according to the Funding Criteria listed below. If needed, a State Arts Councilor will facilitate a meeting or conversation to receive any clarity or additional information necessary for an application. The State Arts Councilors then conduct final review and approval or denial of applications. Awards may require further approval by the Governor and Executive Council if an entity's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 – June 30) is \$10,000 or more.

Errors and omissions may affect review of your application, so please prepare your application carefully and **follow instructions**.

Funding Criteria

Responses to the following criteria will be used by reviewers as part of the eligibility determination process for this program. Additional information about the Funding Criteria can be found at the end of these guidelines.

Quality of arts programming or services

- Applicants must explain how their organization's ongoing programming is both consistent with their organizational mission and demonstrates creativity and vision;
- Applicants must explain how their organization's activities contribute to artistic development and benefit the public; and
- Applicants must explain how their organization's ongoing programs are population/age appropriate and how they benefit underserved populations.

Administrative capacity

- Applicants must assess their organization's administrative capacity to utilize any award received, including a description of Board and staff qualifications and identifying past successes relative to administering and reporting on grants received (where applicable).

Impact of Request on New Hampshire's Arts Work Force or Cultural Ecosystem

- Applicants must explain how funding provided by this program could have a significant and immediate impact on New Hampshire's arts work force;
- Applicants must explain how funding provided by this program will benefit the organization, such as ability to maintain, follow through on or execute key contracts, improve facility operations, or respond/adapt to the pandemic.

Maximum Grant Request

Venues and production entities may apply for unrestricted operating support in the amount of **up to 70% of the organization's COVID-19-related earned revenue losses from March 3, 2021 – December 31, 2021** (as compared to the same period in 2019) that were **not** covered by other state or federal funding disbursed in 2021, including:

- State of NH-administered CARES Act or American Rescue Plan Act (ARPA) funds (including funds administered by the New Hampshire State Council on the Arts).
- County- or municipality-administered CARES Act or American Rescue Plan Act (ARPA) funds.
- Federal [Paycheck Protection Program](#) (PPP).
- Federal [Economic Injury Disaster Loan](#) (EIDL) or [Advance](#).
- Other Federal CARES Act or American Rescue Plan Act (ARPA) programs.

Documentation of receipt of such funding will be required in the online application form, if applicable.

NOTE: Adjusted award amounts will be further subject to a **pro rata share of the overall fund** and a **cap of \$25,000 per entity**.

Revenue losses may be related to the following:

- Reduced ticket sales and venue rentals due to pandemic-related closures, artist/show cancellations, social distancing, and audience reluctance
- Increased personnel costs due to staffing shortages, resulting in overtime for existing staff
- Increased facilities costs, including capital costs to upgrade venue ventilation systems, installation of hands-free restroom devices, repairs due to long-term venue closure, etc.
- Increased health and safety costs, including PPE, cleaning, etc.
- Increased marketing and promotion costs due to rescheduled and/or cancelled performances and/or campaigns to encourage audiences to return

*This ARPA grant is a one-time, temporary funding opportunity. Please note that all grant categories and amounts are subject to change depending upon availability of state and federal funds for any fiscal year.

Restrictions

- Applicant entities **must** be incorporated and physically located in New Hampshire
- Individuals and religious organizations are not eligible
- Grant awards may **not** be used for:
 - Costs prior to March 3, 2021
 - Previously incurred debts or deficits

- Overlapping costs with any other pending or approved applications(s) for state or federal funding and/or approved state or federal awards
- Competitive regranteeing
- Travel (both foreign and domestic)
- Funding of new positions, whether temporary or permanent
- New or special projects or programs or programming costs
- Costs related to home offices
- Promotion of a particular political, religious, or ideological point of view, advocacy of a particular program of social or political action, support of specific public policies or legislation, or other lobbying

How to Apply

We regret that feedback cannot be given on draft or completed applications. Applicants should also review the [legal and reporting requirements](#) for NHSCA grant funding.

Required Documents

All required documents must be uploaded to the [online system](#). Please keep copies for your files.

- ☐ Answers to Narrative Questions (Page 6).
- ☐ Completed budget form.
- ☐ Organization financial reports (profit and loss statements) for the periods March 3, 2021 – December 31, 2021 and March 3, 2019 – December 31, 2019.
- ☐ Documentation of receipt of COVID-19-related relief funding received in 2021, if applicable.
- ☐ List of current Board or Advisory Committee with terms of service (nonprofit, university-based or municipal applicants).
- ☐ Documentation of venue size (seating charts, etc.).
- ☐ Documentation of losses during the period (March 3, 2021 – December 31, 2021) as outlined on budget form. This could include correspondence regarding artist/show cancellations, ticket sales documentation, proof of capital expenditures, increased personnel costs, health and safety costs, and/or marketing/promotional costs.
- ☐ Documentation of COVID-19 policies that contribute/contributed to reduced revenue. This could include the venue's publicly posted policies, artist/show contracts, etc.
- ☐ If relevant, results of audience surveys your organization has conducted.
- ☐ If relevant, examples of marketing/promotional materials created during the period (March 3, 2021 – December 31, 2021).
- ☐ Documentation of most recent season (playbills, brochures, website, etc.).
- ☐ Most recently filed IRS Form 990 or federal corporate tax return, or most recent annual audit.
- ☐ Link to website or [Creative Ground](#) profile that provides examples of recent programming.

NOTE: Registration of IRS 501(c)(3) nonprofits in New Hampshire is required every five years, for the years ending in 0 or 5. Registration may be completed online [here](#).

Submitting the Application

NHSCA uses an online application system, [Submittable](#).

- Watch [instructional videos](#).
- [Click here](#) to start the online application.

- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 PM on May 27, 2022. Office hours are Monday - Friday, 8:00 AM - 4:00 PM. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by e-mail and is not responsible for incomplete online applications. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the [Council meeting](#). At that time applicants will receive official notification of the Council's action. This notification may take up to eight weeks after the application deadline.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

False Information

Any grant award made based on false information in the application may be canceled by NHSCA at any time.

IMPORTANT: All grant agreements must be returned by January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

Grant Period and Reporting

A final report is due **no later than June 30, 2023**. Extensions may be granted on a case-by-case basis. The request for extension must be made *in writing* to the grant coordinator *before* the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted.

Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant. **The final report will include documentation of the use of funds. Please be sure to keep accurate and separate accounting records.**

Questions about this grant program? Please contact NHSCA Director Ginnie Lupi at virginia.a.lupi@dnrc.nh.gov.

Questions about the online application system at Submittable?
support@submittable.com | <https://submittable.help/en/>

Narrative Questions

The total narrative portion of the application **should not exceed 3 typed pages**. Margins (no less than 1”), fonts (no smaller than 12 point), and spacing should provide easy reading for panelists. **Please respond to the following prompts/questions in the order in which they appear.**

Quality of arts programming or services

- Applicants must explain how their organization’s ongoing programming is both consistent with their organizational mission and demonstrates creativity and vision;
- Applicants must explain how their organization’s activities contribute to artistic development and benefit the public; and
- Applicants must explain how their organization’s ongoing programs are population/age appropriate and how they benefit underserved populations.

NOTE: This section is intended to help develop a profile of the organization, including its mission, goals, and unique characteristics that help define the organization's role in bringing/providing performing arts experiences to communities. Please keep in mind that some panelists may not be familiar with your organization or its importance to the cultural life of the state.

Administrative capacity

- Applicants must assess their organization’s administrative capacity to utilize any award received, including a description of Board and staff qualifications and identifying past successes relative to administering and reporting on grants received (where applicable).

NOTE: This section is intended to help get a better understanding of the makeup of your organization and potential for success in utilizing and reporting on any grant funds received, including the titles, tenure, and roles of key paid staff, Board member profiles, and information concerning past grants, as well as ability to comply with state and federal regulations.

Impact of Request on New Hampshire’s Arts Work Force or Cultural Ecosystem

- Applicants must explain how funding provided by this program could have a significant and immediate impact on New Hampshire’s arts work force;
- Applicants must explain how funding provided by this program will benefit the organization, such as ability to maintain, follow through on or execute key contracts, improve facility operations, or respond/adapt to the pandemic.

NOTE: This section is intended to help assess how grant funds will benefit your organization and positively impact the Arts Community, especially during the pandemic or as a result of COVID-19 standards, protocols, best practices, and other impacts. Pandemic-related information should have particular emphasis on the period March 3, 2021, to December 31, 2021, as it would relate to the period covered by this program.